



IMPROVEMENT PLAN INITIAL SUBMITTAL CHECKLIST E-9

Development Services
Land Development Engineering
1635 Faraday Avenue
442-339-2750
www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID _____ Project Name _____
Drawing No. _____ ROW No. _____ Project Engineer _____

- Submittals will be rejected if the submittal package is incomplete or current forms are not used.
- An appointment is required for the initial submittal. To schedule the appointment, call 442-339-2750 or email landev@carlsbadca.gov
- Items marked with an asterisk (*) must be completed by an appropriately licensed engineer.
- In addition to the required hardcopies, submit PDF's of all items. See digital submittal standards on page 4.

THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:

All items must be submitted unless an item is marked "N/A" and initialed by city engineering personnel

- ☐ 1. This submittal checklist
- ☐ 2. Transmittal from engineer of work listing all items being submitted
- ☐ 3. Completed and signed city Engineering Plancheck Application
- ☐ 4. CAD files: See Volume 1, Chapter 2 of the engineering standards for digital submittal requirements on city website at: <https://www.carlsbadca.gov/home/showpublisheddocument/330/637425982505630000>
- ☐ 5. Copy of environmental clearance or completed E.I.A. form, Part 1, with copy of improvement plans attached, if no prior CEQA approval
- ☐ 6. * Seven sets of prints of the improvement plans folded to 9" X 12"
- ☐ 7. * One copy of bound drainage report
- ☐ 8. * One copy of bound soils report
- ☐ 9. * One copy of earthwork quantity calculations
- ☐ 10. *One copy of engineer's cost estimate (use current City of San Diego unit price list)
- ☐ 11. One copy of preliminary title report (issued within six months of application)
- ☐ 12. One copy of all signed conditions of approval (if applicable)
- ☐ 13. One copy of approved site plan or tentative map (if applicable)
- ☐ 14. *One copy of water system analysis if in Carlsbad Municipal Water District (if applicable)
- ☐ 15. *One copy of sewer study if in city sewer district (if applicable)
- ☐ 16. Reference drawings and maps (if applicable)
- ☐ 17. Concurrent submittal required (if applicable): final/parcel map, grading plans, easement documents, etc.
- ☐ 18. Original and one copy of completed Determination of Project's SWPPP Tier Level and Construction Threat Level Worksheet (Form E-32). Check the required tier level: ☐ Tier 2 ☐ Tier 3
- ☐ 19. One copy Storm Water Pollution Prevention Plan (SWPPP) for Tier 3. For Tier 2, include as part of the improvement plan set
- ☐ 20. Original and one copy of completed and signed Storm Water Standards Questionnaire (Form E-34)
- ☐ 21. *One copy of Storm Water Quality Management Plan (SWQMP) (required if project is a Priority Development Project per Storm Water Standards Questionnaire or if conditioned with project)
- ☐ 22. One copy of a completed Standard Project Requirement Checklist (Form E-36) (Required if project is a Standard Project or Exempt from PDP per the Storm Water Standards Questionnaire or if conditioned with project).
- ☐ 23. SWPPP/SWQMP review fee(s), if applicable
- ☐ 24. Improvement plancheck fee
- ☐ 25. Other: _____

SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____



IMPROVEMENT PLAN RESUBMITTAL CHECKLIST E-9

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID _____ DWG No. _____ ROW No. _____

Project Name _____

Planchecker _____ Project Engineer _____

THIS SECTION TO BE COMPLETED BY THE PLANCHECKER

Plancheck No. _____ PCE Initials _____ Date _____

- Items marked with an asterisk (*) must be completed by an appropriately licensed engineer.
- Appointments are required for all resubmittals. To schedule the appointment call or email the city's project engineer.
- Submittals will be rejected if the submittal package is incomplete or current forms are not used.
- In addition to the required hardcopies, submit PDF's of all items. See digital submittal standards on page 4.

THE FOLLOWING MARKED ITEMS MUST BE INCLUDED IN RESUBMITTAL:

- ☐ 1. This resubmittal checklist
- ☐ 2. Transmittal from engineer of work listing all items being submitted
- ☐ 3. Copy of previous city transmittal letter
- ☐ 4. Corrected digital (CAD files) copy of plans
- ☐ 5. Original and one copy of completed Security and Agreement Data Sheet
- ☐ 6. All previous checkprints of plans, review checklist, reports, calculations, and estimates
- ☐ 7. * ____ sets of corrected prints of the improvement plans folded to 9" X 12"
(Distribution: 1 File, ____ EM, ____ PCE, ____ Fire, ____ Building, ____ Parks & Recreation, ____ Transportation, ____ Design, ____ M&O-Storm Drain, ____ M&O-Wastewater, ____ M&O-Water, other (specify): _____)
- ☐ 8. *One copy of corrected bound drainage report signed and sealed by engineer of work
- ☐ 9. *One copy of corrected bound soils report signed and sealed by soils engineer
- ☐ 10. *One copy of corrected engineer's cost estimate signed and sealed by engineer of work
- ☐ 11. *One copy of corrected water system analysis if in Carlsbad Municipal Water District
- ☐ 12. *One copy of corrected sewer study if in city sewer district
- ☐ 13. *One copy of corrected earthwork quantity calculations signed and sealed by engineer of work
- ☐ 14. Concurrent resubmittal required (as applicable), corrected as necessary: final/parcel map, grading plans, easement documents, other: see below
- ☐ 15. One copy of corrected Tier 3 SWPPP
- ☐ 16. *One copy of corrected SWQMP
- ☐ 17. Department comments: ____ Fire, ____ Parks & Recreation, ____ Traffic, ____ Design, ____ Eng P&P, ____ M&O, other (specify): _____ (Distribution: to indicated departments)
- ☐ 18. **OTHER:** _____

SUBMITTAL COMPLETE. CHECKED BY: _____ **DATE:** _____



IMPROVEMENT PLAN FINAL SUBMITTAL CHECKLIST E-9

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID _____ Drawing No. _____ Project Name _____
Planchecker _____ ROW No. _____ Project Engineer _____

- Items marked with an asterisk (*) must be completed by an appropriately licensed engineer.
- Appointments are required for all resubmittals. To schedule the appointment call or email the city's project engineer.
- Submittals will be rejected if the submittal package is incomplete or current forms are not used.
- In addition to the required hardcopies, submit PDF's of all items. See digital submittal standards on page 4.

THE FOLLOWING MARKED ITEMS MUST BE SUBMITTED FOR FINAL APPROVAL:

- ☐ 1. This submittal checklist
- ☐ 2. Transmittal from engineer of work listing all items being submitted
- ☐ 3. Copy of previous city transmittal letter
- ☐ 4. Digital (CAD files) copy of plans
- ☐ 5. All previous checkprints of plans, review checklist, reports, calculations, and estimates
- ☐ 6. * ____ sets of corrected prints of the improvement plan folded to 9" X 12"
(Distribution: 1 File, 1 Eng P&P, ____ PCE, ____ other (specify):_____)
- ☐ 7. One copy of all signed conditions of approval
- ☐ 8. *PDF's of the plans electronically signed and sealed by engineer of work and including all other required electronic signatures.
- ☐ 9. Concurrent final submittal required (as applicable): final/parcel map, grading plans, easement documents, other: see below
- ☐ 10. One copy of approved Tier 3 SWPPP
- ☐ 11. *One copy of approved soils report signed and sealed by soils engineer (see attached final submittal standards)
- ☐ 12. *One copy of approved SWQMP signed and sealed by engineer of work (see attached final submittal standard)
- ☐ 13. *One PDF of drainage study approved signed and sealed by engineer of work (see attached final submittal standard)
- ☐ 14. Verification of submittal of securities and agreements
- ☐ 15. Payment of plan check fees balance (see enclosed fee statement)
- ☐ 16. Department approvals: ____ Fire, ____ Parks & Recreation, ____ Traffic, ____ Design, ____ Eng P&P, ____ M&O, other (specify):_____
- ☐ 17. **OTHER:** _____

SUBMITTAL COMPLETE. CHECKED BY: _____ DATE: _____



Digital Submittal Standards for Plans and Documents E-9

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Initial Submittal Standards for Plans and Documents

- All digital submittals, CAD and PDF's, shall be made via OneDrive or email. Email landdev@carlsbadca.gov to coordinate digital submittal.
- Plans and documents submitted via thumb drive or CD will not be accepted.
- For submittal of CAD files-see engineering standards on city website for digital submittal requirements and checklist.
- All plans shall be in a PDF format, with a graphic scale, and rotated so that the pages read upright.
- Plan Sheet Size – Standard size 24 inches x 36 inches – Landscape View
- Plans shall be combined into one complete set, no individual sheet submittals
- Export settings: maintain output scale; avoid “Fit to Page”.
- Save files in black and white
- Unlock and Flatten all drawings and reports. The markups list and layers should be cleared and empty.
- Vector content only.
- Scanned images of plan sheets are prohibited.
- Files must be unlocked and unprotected.
- Zip files are not accepted.
- Reports and other documents must be submitted as a separate PDF for each document type (e.g. calculations, specifications, reports, studies, etc.)

Resubmittal & Final Submittal Standards for Plans and Documents

- All digital submittals, CAD and PDF's, shall be made via OneDrive or email. Email the project engineer to coordinate digital submittal.
- Plans and documents submitted via thumb drive or CD will not be accepted.
- Specific file requirements are the same as initial submittal standards, see above.

Naming Convention

The names of the PDF's shall match the name of the item on the submittal checklist, as an example:

<u>Submittal Checklist Item</u>	<u>Name of PDF</u>
1. This submittal checklist	1. Submittal checklist
2. Transmittal from engineer of work...	2. Transmittal
3. Completed and signed city application...	3. Application
4. CAD files: See volume...	4. CAD files